



OFFICE OF
**INSPECTOR
GENERAL**
UNITED STATES POSTAL SERVICE

HIGHLIGHTS

December 19, 2011

Officers' Travel and Representation Expenses for Fiscal Year 2011

Report Number FT-AR-12-008

IMPACT ON:

U.S. Postal Service officers' and their travel and representation expenses in fiscal year (FY) 2011.

WHY THE OIG DID THE AUDIT:

Our objective was to determine whether travel and representation expenses claimed by Postal Service officers were properly supported and complied with Postal Service policies and procedures.

WHAT THE OIG FOUND:

Officers' travel and representation expenses totaling about \$700,000 were supported. However, officers did not always comply with Officers' Travel and Representation Expense Guidelines (Guidelines) when claiming expenses incurred during official travel and representation. Specifically, we found issues regarding reimbursement claims, international travel approval letters, travel deviation requests, alcohol purchases, and parking fees.

WHAT THE OIG RECOMMENDED:

We are not making recommendations because in FY 2011, management made several staff changes that impacted the oversight of the officers travel reimbursement process. Also, management revised the Guidelines in July 2011 and will provide necessary training to the officers and their administrative assistants on them by the end of FY 2012. Additionally, because revised Guidelines now require reimbursements based on per diem rather than actual expenses, alcohol as part of meal reimbursement claims will no longer be an issue.

WHAT MANAGEMENT SAID:

We provided a draft of this report to management on December 6, 2011, and, because we made no recommendations, management chose not to respond formally.